

EDITED TASK LISTING

CLASS: HEALTH PROGRAM COORDINATOR

Task #	Task
1.	Maintain required professional skills, including nursing skills for proper care of patients/inmates through continuing education as required by the appropriate licensing board and to meet requirements to maintain peace officer status.
2.	Plans, organizes, implements, and directs all assigned clinical support care services for a State correctional facility at the direction of the Health Care Manager or designee.
3.	Supervises subordinate staff in the performance of their duties in a health care program for a State correctional facility consistent with its health care mission.
4.	Plans and assigns health care staff with respect to workload, ensuring needs are met for the delivery of quality health care as defined by regulatory agencies or established guidelines.
5.	Develop and implement policies and procedures to reflect current practices and establish a mechanism to ensure they are reviewed and revised on a scheduled basis as defined by regulatory agencies or established guidelines.
6.	Oversees the training and development of staff by assessing training needs, coordinating training schedules, and ensure all mandatory training requirements are met per departmental policy.
7.	Ensures assigned duties of subordinate staff are consistent within the scope of practice as identified by the appropriate level of licensure and as defined by the various regulatory agencies.
8.	Establishes a mechanism to assure appropriate support staff have a current, active license/certification as required by the regulatory agencies.
9.	Ensures sufficient numbers of qualified staff are on duty to provide adequate health care services as required by regulatory agencies or established guidelines.

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10.	Participates in quality improvement/assurance activities to monitor and evaluate appropriate aspects of support services to ensure the provision of quality care to meet or exceed regulatory standards or established guidelines.
11.	Actively participates in the recruitment of qualified staff by attending job fairs, interacting with community training programs, advertising in professional publications, working closely with institution personnel staff and headquarters recruitment unit to produce a candidate pool to fill current and anticipated vacancies to meet the ongoing Health Care Services needs.
12.	In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s).
13.	Work cooperatively with various disciplines and levels of institutional staff to ensure support services are available to meet the health care needs of the institution as directed by the Health Care Manager or designee.
14.	Establish and maintain cooperative working relationships with medical and custody staff through consultation with institutional Correctional Captains to determine and resolve custody/health care issues.
15.	Coordinates, participates and leads special project activities as directed by the Health Care Manager resulting in completed staff work to include conclusions and recommendations, as appropriate, in a professional business format.
16.	In accordance with State Personnel Board Laws and Rules, prepares and discusses written performance reports by monitoring and evaluating the work performance of subordinate staff.
17.	Initiates and participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance in accordance with Department policy.

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18.	Participates in ongoing appropriate infection control activities in accordance with guidelines established by regulatory agencies.
19.	Advocates and promotes a clean and safe working environment by training and monitoring staff in the work area to ensure compliance with established safety guidelines and personal safety practices in accordance with regulatory agencies.
20.	Collects and compiles data and prepare comprehensive written reports related to health care operations as requested by administrative staff.
21.	Reviews records and reports prepared by staff for accuracy, timeliness and completeness as directed by departmental policy and established guidelines.
22.	Serves on various health care committees, institutional committees, task force, and work groups at a local and divisional level as directed by Health Care Manager or designee to provide subject matter expertise.
23.	In accordance with departmental fiscal policy, participates in the preparation and management of the health services' budget by developing, monitoring, tracking and prioritizing expenditures to ensure fiscal responsibility.
24.	Assures adequate supplies and equipment are available to health care staff to provide appropriate patient care by collaborating with vendors, institutional procurement staff and appropriate health care services staff to meet the health care needs of the inmate population.
25.	Maintains order and supervises the conduct of inmates through personal observation to promote a safe and secure environment, in accordance with the Director's rules
26.	Maintains safety and security of persons, property, working areas and working materials through personal observation to promote a safe and secure environment, in accordance with the Director's rules.

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27.	Prevent escapes and/or injury by persons committed to the Department of Corrections to themselves or others, or the destruction of property through personal observation and in accordance with the Director's rules.
28.	Inspect and search inmates and premises for contraband, such as weapons or illegal drugs, to promote a safe and secure work environment, in accordance with the Director's rules.
29.	Plans and conducts staff committee meetings for information sharing, training and to accomplish identified goals as directed by the regulatory agencies and established policies.
30.	Ensure a therapeutic environment where inmates are treated in a professional, empathetic and tactful manner, conducive to their overall health and well being in accordance with professional ethics.
31.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by utilizing effective interpersonal skills and personnel management techniques per departmental policies regarding supervisory responsibilities.
32.	At the discretion of the Health Care Manager or designee, performs other related work by utilizing the appropriate tools, equipment, aids, or processes, as the work dictates to meet the needs of the overall health care services mission.
33.	Oversees development and maintenance of post orders/duty statements to accurately reflect current job duties of each assigned area utilizing established procedures as directed by the Departmental Operations Manual.
34.	Develops and maintains a current and accurate master assignment roster to reflect current budgeted positions of assigned areas in collaboration with Institutions Personnel Officer and position control documents.

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35.	Prepares monthly schedule/master assignment roster to reflect staff coverage of assigned posts utilizing the master assignment procedures as directed by established guidelines.
36.	Assess and resolve daily staffing needs as a result of unscheduled absences by evaluating workload, considering the use of staff redirection, registries, and voluntary or involuntary overtime, as directed by departmental policies or established guidelines.
37.	Ensure adherence to employee bargaining unit contracts, by meeting with staff and union representatives to discuss and resolve concerns applicable as dictated by the negotiated agreements.
38.	Project, manage and schedule overtime in a manner consistent with fiscal policies and directives utilizing the appropriate processes as directed by established guidelines/policies.
39.	Manages registries to ensure adherence consistent with the scope of services defined, by reviewing, training, scheduling, verifying invoices, and hours worked as outlined in the contractual agreement.
40.	Accurately applies departmental standards and directives in the preparation of BCS/BCP as they apply to health care services as needed.
41.	Carries out supervisory responsibilities in the work place with regards to department-wide mandates concerning EEO, ADA, Use of Force, and other personnel practices as defined by regulatory agencies and established guidelines/policies.
42.	Understands the Departments litigation issues as they relate to the care and treatment of inmates, by ensuring compliance with court orders, settlement agreements, court ordered mandates and other administrative directives as it relates to health care services.

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43.	Analyze data from the departments management information system and use this information to determine effective utilization of staff and other resources within health care operations and to develop and coordinate the long-range planning of health care programs
44.	In absence of Health Care Manager, CHSA or CMO may direct all administrative services of the health services facility
45.	Performs peace officer duties which include maintaining order and supervising the conduct of inmates, maintaining the safety of persons and property, inspecting premises and searching inmates for contraband, and assisting custodial staff during emergency situations and major incidents in accordance with departmental policy.
46.	Provides functional direction to general facility support which includes maintenance and operation of the physical plant, food service, patients' service and supply operations.